

## CHAPTER 1

### INTRODUCTION TO THE MILITARY STANDARD TRANSPORTATION AND MOVEMENT PROCEDURES (MILSTAMP), VOLUME I

#### SECTION A GENERAL

1. **Authority.** Department of Defense Directive 4000.25, subject: Administration of Defense Logistics Standard Systems, 18 November 1983 (reference a) prescribes publication and use of this regulation.

2. **Purpose.** This regulation provides DoD policy for the transportation and movement of materiel. MILSTAMP prescribes standard data elements, codes, formats, documents, forms, rules, methods, and procedures required by DoD Components and other U.S. Government Agencies /civil authorities in the transportation and movement of materiel to, within, and beyond the DTS. The DTS is comprised of military controlled terminal facilities, MAC controlled or arranged airlift including LOGAIR and QUICKTRANS, MSC controlled or arranged sealift, and Government controlled air or land transportation.

#### 3. **Scope and Applicability**

a. This regulation applies to the Army, Navy, Air Force, Marine Corps, DLA, Coast Guard, GSA, TOAs, and other activities /Agencies using the DTS.

b. MILSTAMP applies to all shipments entering the DTS. Some portions of MILSTAMP such as the codes and data elements it contains and intertransit data reporting are also used for non-DTS shipments.

c. Requests for deviations or exceptions to this regulation must be processed through the DoD MILSTAMP System Administrator for approval or waiver.

4. **Exclusions.** There are no exclusions from MILSTAMP data/documentation requirements for shipments entering the DTS. Some shipments which might logically fit the description of movement in the DTS are instead covered by Service or Agency regulations. Those DTS like shipments not covered by MILSTAMP are:

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- a. Coal and petroleum products shipped in bulk.
- b. Special Assignment Airlift Missions (SAAM) .
- c. Marine Corps tactical unit movements by exclusive-use surface transportation under special arrangements between the WCA, the MSC, and the Marine Corps.
- d. Annual *resupply* projects not entering the DTS.

### 5. Policy

a. MILSTAMP policy is designed to facilitate the exchange of logistics data between Services and Agencies. Deviations or exemptions will not be approved unless the user establishes that MILSTAMP does not provide workable methods or procedures. MILSTAMP accommodates technological improvements; however, prior to tests of innovative procedures within selected segments of the DTS, the MILSTAMP Administration Office and all Agencies concerned will be advised. MILSTAMP users involved in the development of advanced logistics systems will establish liaison with the DoD MILSTAMP System Administrator. In addition, Service and Agency mobility plans will recognize MILSTAMP documentation requirements.

b. Maximum use is made of ADPE, DSN, and the DDN to speed the exchange of MILSTAMP data. Services, Agencies, and theater commands establish COMRIs for clearance authorities, terminals, and related activities requiring MILSTAMP data. Telecommunication precedences for transmitting MILSTAMP data are determined from the MILSTAMP Telecommunications Guide in figure 1-A-1.

c. MILSTAMP documents are not classified unless the sponsoring Service assigns a security classification in accordance with DoD 5200. 1-R (reference b) ; GSA will use ADMP 1025.2, (reference c) . When so classified, the integrity of the classification is protected within the DTS . Classified cargo will be protected in accordance with procedures prescribed by references b, c, and other applicable regulations. When considering major modifications to existing or development of new transportation data/documentation and related information systems, it must be recognized that the movement of personnel and materiel is the prime consideration and necessary data transmittal should not be an impediment to that effort. For the near term, any effort to provide transportation data/documentation and related information systems with classification protection must be limited to minor modifications and

altered procedures that remain within and can be accommodated by existing transportation systems. For the longer term, Service unique and DoD transportation systems undergoing development or enhancement must recognize the importance of security implications.

MILSTAMP Telecommunications Guide

Document Identifier	Name	AUTODIN content indicator code (Note 1)	TP	Telecommunica-tions precedence for normal operations	Telecomm-unicatio-ns preceden-ce during minimize
T_(O-9)	TCMD from shipper to the cleara-nce author-ity	KAZ (surface) KBZ (air)	1-3	P	P
T_ (A-I)	Air mani-fest	KBz	1-3	P	P
T_ (J-R)	Ocean mani-fest	KAZ	1 -3	P	P
-----	Cargo traffic message	-----	-----	P	P
TK	Intran-sit data	KCZ	1-3	R	Mail
-----	CORM	-----	-----	R	Mail
TM_	Tracer actions	KAZ(surface) KBZ (air)	3 1-2	R P	R P

Note 1. Prefix with the one position AUTODIN activity indicator for telecommunications.

Figure 1-A-1

SECTION B. ADMINISTRATION

1. MILSTAMP Maintenance Responsibilities

a. The DoD MILSTAMP System Administrator administers MILSTAMP in accordance with the policy guidance of the DASD (L) TP. The DoD MILSTAMP System Administrator:

(1) Performs analysis and design functions in coordination with the Services/Agencies.

(2) Recommends system improvements and additional policies as required.

(3) Ensures telecommunications involvement during planning.

(4) Resolves issues concerning procedural matters within 90 days after receipt of all comments from DoD Components. When the issues involve a policy or resource determination, the DoD MILSTAMP System Administrator refers them to DASD (L) TP for decision. The referral includes the comments and position of the DoD Components along with recommendations of the System Administrator.

(5) Develops, publishes, and maintains this regulation in a current status. This includes responsibility to:

(a) Evaluate and coordinate change proposals with the Services/Agencies and furnish a copy of all change proposals to the DASD (L) TP .

(b) Disseminate to Services/Agencies and the DASD (L) TP a quarterly status review of all change proposals which have not yet been approved for publication.

(c) Assure compatibility of MILSTAMP procedures with those of the other DLSS and related DoD logistics task groups, prior to final coordination with the Services/Agencies.

(d) Report to the DASD (L) TP the findings and recommendations of evaluations and staff assistance visits along with comments of the effected DoD Components.

(6) Reviews and coordinates with Services/Agencies all requests for system deviations and exemptions and makes recommendations

to the DASD (L) TP based on analysis of the justification submitted by the requester.

(7) Establishes and chairs a MILSTAMP Focal Point committee of Service/Agency representatives. This committee participates in the development, implementation, and maintenance of the system. The DoD MILSTAMP System Administrator convenes focal point committee meetings at least quarterly and issues minutes of these meetings. Meeting schedules and agenda items are announced 30 days in advance, when possible. The minutes of these meetings fully document the proceedings and a copy is provided to each Service/Agency by the chairman.

b. Heads of participating Services/Agencies will:

(1) Designate an office of primary responsibility for MILSTAMP to serve as the system focal point and identify by name to the DoD MILSTAMP System Administrator a primary and alternate focal point representative for the MILSTAMP Focal Point committee. The focal point responsibilities are detailed in paragraph B. 1. c. (2) .

(2) Provide representation to joint system design and development efforts and onsite evaluations of MILSTAMP.

(3) Assure that all operating activities under their jurisdiction comply with this regulation.

(4) Report to the DoD MILSTAMP System Administrator, through their focal point, those problems, violations, and deviations which arise during system operations.

(5) Develop and maintain TACS in accordance with DoD 4500.32-R, volume II; monitor TAC application by shippers to ensure compliance, and resolve questionable, erroneous, or missing TAC applications within 5 working days of notification by the TOA that a TAC is questionable erroneous, or missing. Resolution of TAC errors is applicable to CONUS outbound shipments only.

c. MILSTAMP Focal Points:

(1) The following offices have been designated as focal points for MILSTAMP:

DoD MILSTAMP System  
Administrator

*Director*  
*Defense Standard Systems Division*  
**ATTN: DLSSD-D**  
6301 Little River Turnpike,  
Suite 210  
Alexandria, VA 22312-3508

Army

**Commander**  
*U.S. Army Materiel Command*  
**ATTN: AMCSM-MTS**  
5001 Eisenhower Avenue  
Alexandria, VA 22333-0001

Navy

**Commander**  
*Naval Supply Systems Command*  
**ATTN: SUP 051G**  
Washington, DC 20376-5000

Air Force

Commander  
Air Force Logistics Command  
HQS AFLC/DSTT  
Wright Patterson AFB, OH  
45433-5001

Marine Corps

commandant  
U.S. Marine Corps  
ATTN : LFT-1  
Washington, DC 20380-0001

Coast Guard

Commandant  
U.S. Coast Guard  
ATTN : G-FLP-1  
Washington, DC 20593-0001

Military Airlift Command

Commander  
Military Airlift Command,  
ATTN : TRKO  
Scott AFB, IL 62225-5001

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Military Sealift Command

**Commander**  
**Military Sealift Command**  
**ATTN: M56**  
Department of the Navy  
Washington, DC 20390-5320

Military Traffic Management  
Command

Commander  
Military Traffic Management  
Command  
ATTN : MT-ITD  
Falls Church, VA 22041-5050

General Services  
Administration

General Services Administration  
Office of Federal Supply and  
Services  
ATTN : FSM  
Washington, DC 20406

Defense Logistics Agency

Director  
Defense Logistics Agency  
ATTN : DLA-OT  
Cameron Station  
Alexandria, VA 22304-6100

United States Transportation  
Command

Director,  
U.S. Transportation Command  
**ATTN: TCJ3/4**  
Scott AFB, IL 62225-7001

**(2) The Services' /Agencies' focal points:**

(a) Serve on the focal point committee. Provide the DoD Component or participating organization position and have the authority to make decisions regarding procedures for implementing approved DoD policy.

(b) Assure continuous liaison with the DoD MILSTAMP System Administrator and other Services/Agencies.

(c) Evaluate all suggested system changes and system-related beneficial suggestions originating in that Service/Agency. When the suggestion is worthy of adoption, the focal point submits it as a change proposal to the DoD MILSTAMP System Administrator or as outlined in paragraph B. 2. a. The originating Service/Agency focal point, in accordance with DoDI 5120.16 (reference d) , determines awards for those



suggestions which are coordinated as proposed system changes. Suggested changes received directly by the DoD MILSTAMP System Administrator are forwarded to the appropriate focal point for review and evaluation.

(d) Submit recommended change proposals to the DoD MILSTAMP System Administrator in the format prescribed in paragraph B.2.a.

(e) Develop and submit to the DoD MILSTAMP System Administrator a single, coordinated position on all proposed changes within the specified time (normally 60 days) .

## **2. Administering Changes to the System**

a. MILSTAMP Focal Points will submit to the DoD MILSTAMP System Administrator recommended change proposals providing minimum information prescribed by DoD Directive 4000.25 (reference a) . Proposed changes will contain:

(1) A description of the concept being proposed and reasons for the proposal.

(2) Known interface and impact requirements identifying changes for coordination with other DLSS or non-DLSS logistics systems.

(3) A statement identifying known advantages and disadvantages of the proposed revision.

(4) Proposed wording required for the MILSTAMP regulation.

b. The DoD MILSTAMP Administrator:

(1) Staffs proposed changes.

(a) All proposed changes are evaluated by the Administrator prior to staffing with the Services/Agencies. The evaluation of a proposed change includes, but is not limited to, the necessity, accuracy, validity, and urgency of the change. Benefits may be monetary savings and/or improved mission performance. Proposals which do not demonstrate significant inter-Service/Agency benefit are returned to the originating Service/Agency. Proposals which do demonstrate significant benefits are formalized and forwarded to DASD (L) TP the participating Services/Agencies, and the DoD System Administrators of other DoD systems impacted by the proposed change. When applicable, the proposed change includes the information provided in paragraph B. 2. a.

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(b) PMCLS are consecutively numbered and normally request the Services/Agencies to provide a response within 60 days. The DoD MILSTAMP System Administrator must be notified prior to the due date if it cannot be met. The notification must justify the late response. Responses will indicate the implementation leadtime as requested in the PMCL .

(2) Receives and evaluates Service/Agency responses as outlined in paragraph B.1.a.

(3) Establishes and disseminates implementation dates. Following resolution of the Service/Agency comments as outlined in chapter 1, paragraph B.1.a. (3), the DoD MILSTAMP System Administrator prepares and distributes to the Service/Agency MILSTAMP Focal Points an approved letter indicating the implementation date. An interim change message is provided to implement changes of operational necessity.

### c. The DASD (L) TP:

(1) Resolves issues concerning resources, policy, and " requests for deviation or exemption from MILSTAMP which are submitted by the DoD MILSTAMP System Administrator.

(2) Directs changes when necessary to implement DoD policy and directs the implementation of urgent changes on a priority basis.

(3) Resolves with Service/Agency Heads matters escalated by the DoD MILSTAMP System Administrator.

### 3. Publication of the Regulation

a. The regulation consists of two volumes and a unit move appendix.

(1) Volume I contains the published DoD doctrine and establishes responsibilities, instructions, and procedures essential for exchanging transportation data/document at ion on shipments moving by the DTS .

(2) Volume II contains instructions and procedures for determining and applying the TAC of the sponsoring Service or Agency.

b. The basic publication consists of chapters, sections, paragraphs, figures, and appendices.

(1) Chapters, Sections, Paragraphs, and Figures:

(a) Each chapter is divided into sections, paragraphs, and subparagraphs. The numbering system identifies the appropriate section followed by the applicable paragraph number in the chapter. Subparagraphs are identified by lower case alphabetic followed by numerics and alphabetic in parentheses and then underlined numerics and alphabets.

(b) Pages and figures are numbered in a separate series for each section within each chapter and are numbered in sequence with Arabic numerals beginning with 1. Each page or figure number is preceded by the number of the chapter and letter of the section, e.g., chapter 2, section A, page 2 is numbered 2-A-2. Chapter 2, section B, figure 6 is numbered 2-B-6. Each figure follows the text of each chapter; e.g., figure 2-B-1 follows the text of chapter 2, section B; figure 3-C-1 follows the text of chapter 3, section C, etc.

(2) Appendices:

(a) Each appendix is divided into paragraphs and subparagraphs. The numbering system identifies the appropriate paragraph number in the appendix. Subparagraphs are identified by lower case alphabetic followed by numerics and alphabetic in parentheses and then underlined numerics and alphabetic.

(b) Pages and figures are numbered in a separate series for each appendix. They are numbered in sequence with Arabic numerals beginning with 1. Each page or figure number is preceded by the letter of the appendix, e.g., the second page (or figure) of appendix C is numbered C-2.

c. Publication of Changes:

(1) AMCL and interim changes (IC) are published by the DoD MILSTAMP System Administrator as required. AMCLs are numbered consecutively as AMCL 1, 2, 3, etc. ICs indicate the formal change in which it will be published and are numbered consecutively. For example, ICs for formal change 1 are numbered 1-1, 1-2, 1-3, etc. All ICs remain in effect until incorporated into formal changes to the regulation. ICs are normally distributed by the DoD MILSTAMP System Administrator via AIG 4563 messages to Service/Agency focal points. Each Service/Agency is responsible for worldwide distribution of the changes by appropriate means within its own organization.

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(2) Formal changes are published twice a year with dates of 1 February and 1 August and incorporate those AMCLs/ICs with implement at ion dates prior to the 1 February/1 August publication date. They are numbered consecutively and issued as f ul l page insertions to this regulation. These changes indicate the change number on each page. If the changes alter the normal page number sequence, an explanation is included in the formal change cover letter. Changes are *indicated by bold italic type*.

d. *Supplementation.* **This** regulation will not be *supplemented* by Services/Agencies.